



**The Department of Revenue, Treasury Division is recruiting for a full-time permanent State Comptroller in Juneau.**

The Treasury Division is the bank and trust department for the State of Alaska. It provides cash management, portfolio management, debt management and accounting services for the various retirement funds, the State's General Fund, the Constitutional Budget Reserve Fund and numerous other funds and trusts. The State Comptroller oversees the division's Asset Accounting section which provides support to over \$50 billion of investments.

**Duties of this Position include but are not limited to:**

- Oversee all functions and staff within Asset Accounting, including daily, monthly, quarterly, and annual activities.
- Develop, recommend, and implement internal control systems and procedures to ensure all investment assets are safeguarded.
- Account for and report on the investment activity of all funds under the investment responsibility of the Commissioner of Revenue and the Alaska Retirement Management Board (ARMB) at the custodial bank.
- Account and report on investment activity for GeFONSI participants.
- Maintain historic documentation of investment policy and procedures.
- Assist in the preparation of the annual Treasury Division and ARMB budgets.
- Prepare fiscal notes and other related reports for the Legislature on proposed legislation affecting Treasury.
- Participate and present at ARMB, State Investment Review, Public School Advisory Board, and other meetings as necessary.
- Coordinate the annual audit of all funds in accordance with statutory requirements.

**Minimum Qualifications**

- Bachelor's degree from an accredited college with a major in accounting or finance with an accounting emphasis.
- Five years professional experience in accounting, two of which must be in a supervisory position.
- Certified Public Accountant (CPA) Certificate.

**Our successful candidate will possess some or all the following knowledge, skills, and abilities**  
*(Please document your level of skill and/or experience with each item on this list in your application package and/or cover letter. Applicants are not required to have experience in every area. If you do not have experience with a trait, simply say so):*

- Thorough knowledge of general, government and investment accounting principles and of practical application of these principles.
- Thorough knowledge of procedures and principles of business and financial management.
- Considerable knowledge of techniques of effective supervision.
- Working knowledge of budget processes, and of contracting procedures.
- Working knowledge of the application of data processing techniques to accounting and financial management functions.
- Ability to apply principles and techniques of accounting and investment reporting.
- Ability to gather and analyze financial and statistical data; reason logically and accurately, make sound financial decisions and recommendations and take prompt, effective action.
- Ability to manage and coordinate a wide variety of projects and apply strong analytical skills.
- Ability to plan, organize, and direct the work of subordinates.
- Ability to function with a high degree of independence.
- Ability to present the agency's mission and interests before various Boards, the legislature, etc.

*Additional Required Information*

**\*\*PLEASE READ THE FOLLOWING INSTRUCTIONS & INFORMATION CAREFULLY\*\***

**COVER LETTER**

In addition to answering the supplemental question regarding how you meet the minimum qualifications for this position, applicants are also required to attach a cover letter to be considered for this position. ***Applicants who do not attach the required cover letter will not advance to the interview phase of this recruitment.*** The cover letter may be used as a writing sample. Applicants are advised to pay attention to spelling, punctuation, and grammar.

**Your cover letter must provide the following information:**

- It must detail how you obtained the knowledge and skills equivalent to what would typically be gained through the education and experience path cited in the Minimum Qualifications.
- The cover letter must describe your knowledge, skills, and abilities as they pertain to the bulleted points and duties described above. Give specific examples to demonstrate your experience.
- The cover letter must be in standard business format

Ensure your application includes sufficient information to enable calculation of time equivalency (for example: X years and XX months as a Position Title with Company Name, performing duties a and b, gaining expertise in These Skills or knowledge of This Specialty).

In the minimum qualifications, "professional experience" means work that required applying substantial knowledge of a profession's body of principles, concepts, theories, and practices with freedom to act or judge on one's own. Include enough description for a non-accountant to correctly interpret the authority you routinely exercised.

Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, email it to the contact provided in the job posting (if email is not an option, please call the contact person). Your cover letter will be used to help determine which applicants will advance to the interview phase of the recruitment and selection process.

### **SUPPLEMENTAL QUESTIONS**

1. Please describe an issue in your past work experience that needed to be resolved and your decision-making process.
2. Please describe an aspect of your past work that you found rewarding or gratifying and why.
3. What techniques have you used in the past to ensure your and your team's work is free of errors or omissions?
4. Please describe your management style.

### **REQUIRED DOCUMENTS**

#### **Documents to be attached to the application:**

At time of application, applicant must attach the following items. (If unable to attach, please email the items to the contact listed below prior to the closing date of this recruitment):

- Proof of education to meet the minimum qualifications for this job class. Copy of academic transcripts to verify education used transcripts are accepted. Please ensure that the institution name is listed on the transcripts.
- Cover letter using standard business format as required.

#### **Documents needed at the time of interview:**

If you are selected to advance to the interview phase of the recruitment process, you must provide the following at the time of the interview (if not already attached to your application):

- Copies of your most recent three evaluations; and
- Three professional references.

### **CONTACT INFORMATION**

**Alyssa Hobbs**

Administrative Officer

Phone: 907-465-2361

Email: [alyssa.hobbs@alaska.gov](mailto:alyssa.hobbs@alaska.gov)